

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
SENATE OPERATIONS  
DEPARTMENT SPECIALIST II**

**BASIC FUNCTIONS:**

The Operations Specialist II position acts as a liaison between Senate offices, outside vendors, constituents, Legislative Counsel, state agencies and the Senate Rules Committee. Applicants must have exceptional organization and communications skills. In addition, attention to detail is required. This is a full-time position under the supervision of the Deputy Secretary of Operations.

**DUTIES:**

Front desk duties and reception. Process and maintain files as they relate to behested payments, framing requests and event contracts. Research, write and coordinate production of various materials used by Senate offices in their constituent outreach. Assist the Senate Operations Department with special projects, upon request.

**KNOWLEDGE OF:**

Candidates must be proficient with Microsoft Office and Adobe Acrobat Pro software, keep records and maintain files, and be willing to learn and understand office procedures and protocols. Ideal candidates will be able to communicate clearly and concisely, complete tasks or projects under deadline, and exhibit superior proofreading skills and time management.

**EDUCATION:**

Bachelor's degree

**DESIRABLE POSITION QUALIFICATIONS:**

Candidates must possess the ability to maintain confidential information in a professional environment, and be able to work well with others in a fast pace environment. A familiarity with legislative culture and protocol is preferred.

**PAY RANGE & FILING DATE:**

Salary starts at \$3924 per month. Applications will be accepted until November 10, 2017.

**SUBMIT COVER LETTER, RESUME AND SENATE APPLICATION TO:**

Please submit to Sheron Violini, Deputy Secretary of Operations, Senate Rules Committee, 1020 N Street, Room 255, Sacramento, CA 95814. Inquiries should be made to Ms. Violini at 916-651-1504.